



10-1-1991

Letter to SEAALL Committee Chairs regarding SEAALL business for 1991-1992, October 1, 1991

Mary Cross

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Correspondence. 478.
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TO : Committee Chairpersons
FROM: Mary Cross, President
DATE: October 1, 1991

I wanted to write to you to outline what direction we should be taking in order to carry out the SEAALL business for 1991-92. I felt that one letter to all the committee chairs would be better than individual letters because I wanted everyone to be aware of what the other committees would be doing. Some committees' work will tie into the work of other committees. I have enclosed a copy of the committee members for your information.

If you have any suggestions for projects that your committee would like to do, any ideas to make the functioning of your committee work better or any other ideas, please let me know. I am open to every comment because this is your chapter. One person can not run it alone so I am depending on your suggestions and your support to make this year another stellar year in SEAALL's history.

The newsletter has established deadlines for 1991-92 and I want to list those for you in case your committee wants to submit an item to the newsletter. I am sure Kathy Heberer and Russell Gebet are always looking for information about committee activities. The deadlines are: November 1st, February 1st, and May 1st. I encourage you to submit articles and/or information to the newsletter.

Every committee chair should have received from Ed Edmonds a copy of the Chapter Handbook. If not, please call Ed. In the Handbook is an outline of each committee's responsibilities and any forms that may be appropriate for that committee. You may want to contact last year's committee chair to see what projects they worked on and if they need to be continued this year. The prior committee chair may also be able to give you some tips or helpful suggestions.

As a committee chair, you will need to prepare an annual report of your committee's activities for distribution at the annual meeting.

Please correspond with your committee members as soon as possible. The members assigned to your committee are those that requested to be on the committee as a 1st, 2nd or 3rd choice. If your committee is small and you would like additional members to

assist in the committee work, and you know of others who would like to work on your committee, please let me know. I will be happy to add them to your committee roster.

The chapter divides committees into Standing Committees and Special Committees. Each category, and its committees, is listed below. The chapter can set up a special committee to carry out a particular project or function. Also, occasionally, the chapters are requested by AALL to set up a special committee to carry out its work on a regional or local level.

Please note that I am enclosing materials or information for some of the committee chairs. I did not think it was appropriate to copy everything for every committee chair. Therefore, if I did not mention that I was enclosing something for your committee, do not expect anything other than this letter!

The chapter has the following Standing Committees:

1. Articles and Bylaws:

Pam Williams has suggested several revisions to the Bylaws that the Committee can review. They are mainly "cleanup" suggestions. I have enclosed a copy for your review.

How changes to the By-Laws are presented to the members for voting upon is outlined in the Chapter Handbook.

2. Membership:

What mechanism is there, if any, once a person has joined SEAALL, for information about the new member to be sent to the "SEAALL Briefs" editor for inclusion in the column in the newsletter? For new members to be welcomed to the law librarian community in their city? Is there any type of ongoing mentor program for members new to the profession? This is especially important for a law firm librarian or corporate law librarian new to a city or to the profession.

I would like to see a mentor program established for new members who attend the annual meeting. This would be a perfect opportunity for the new members to learn about SEAALL and to become involved in its activities. Connie Matzen has agreed to undertake this. There is a mentor program form attached that could be adapted for this purpose.

What is the possibility of including a question on the annual meeting registration form for members attending for the first time? From this, we could match the person with someone from the same type of institution who had volunteered to be a mentor. A request for mentors would need to be announced in the next newsletter.

3. Newsletter:

Kathy Heberer and Russell Gebet, who are the co-editors, are doing a fine job. The Executive Board, during a recent telephone conference call, has asked that the committee chairs be listed in every issue of the newsletter. This lets the members know who to call if they have a question.

4. Nominating:

The committee will need to propose candidates for the offices of Secretary and Vice-President. The office of Secretary is a two-year position. The schedule for preparing the next slate of officers is given in the Chapter Handbook.

5. Placement:

At the New Orleans meeting, the Executive Board approved spending \$25.00 for the Placement Chair, Donna Bausch, to purchase the AALL weekly placement list. This will allow the Placement Committee to assist those individuals, on a more timely basis, who are seeking employment in our geographic area. The newsletter publishing schedule does not always allow for timely placement information.

Available positions should also be sent to the library schools in our region. Some employers are willing to hire someone without law library experience. This will also remind the library schools about a career in law librarianship. A list of accredited library schools is included.

6. Program:

Ed Edmonds is busy working with his committee to develop a program for the Callaway Gardens meeting. The annual meeting is scheduled for Thursday, April 9th, through Saturday, April 11th. Callaway Gardens does some environmental educational programs and Ed is looking into what they can provide. This could be a way to reduce outside speaker expenses which will help keep the registration fee lower.

Candace Cooper is the liaison from the Program Committee to the Atlanta Chapter for the coordination of the Institute. Her liaison position is to make sure that the Program Committee does not develop a program similar to the Institute's. This liaison position will also enable her to coordinate any special requests from the Institute to the Local Arrangements committee.

Any suggestions for the Program Committee need to be submitted to Ed as soon as possible.

A preliminary annual meeting program and the Institute's program will be published in the next newsletter.

7. Scholarship:

Jean Holcomb's committee has already started working. Members should be receiving shortly an announcement about the Lucille Elliott Scholarship. The Executive Board has voted to fund \$3,000 for scholarships. Jean's committee wants to let the membership know that the Scholarship fund can be used for other programs or conferences, besides the SEAALL annual meeting. The committee has the discretion on how to distribute the \$3,000.

This committee would like to propose a separate student and/or minority scholarship category which will be discussed at the annual meeting.

The chapter has the following Special Committees:

1. Education:

The education committee normally has the responsibility of planning the Institute but this year the Atlanta Chapter will be responsible for it as our annual meeting will be a joint meeting with the Atlanta Chapter. Anne Johnson, ALLA Chapter President, and Kathleen Reis, the ALLA Chapter's Education Committee Chair, have tentatively spoken to AALL about putting on the middle management program that was held in New Orleans.

I would like this year's committee to see what arrangements can be made for taping the Institute. The 1991 Institute was audiotaped.

Also, are there any programs from our previous meetings that could be duplicated and taken on the road to a local chapter?

2. Local Arrangements:

Robin Mills is already busy conferring with Callaway Gardens about our annual meeting next April. Preliminary information about the meeting site will be in the next newsletter. The foliage at Callaway Gardens next spring will be at its height when we have our meeting. As a result, the hotel rooms will be in demand so it will be necessary to reserve hotel rooms far in advance for this meeting, otherwise the rooms will be available for other hotel guests.

The Emory law library staff will be assisting Robin. She will also call upon the Atlanta chapter to help.

3. Publications:

One project that was started a number of years ago and that needs to be updated is the State Practice Series. I have enclosed a copy of the states that were previously done several years ago so you can see the format and depth of coverage. It would be nice to set up a system of updating and/or revising the old information and periodically publishing a state(s) in the upcoming newsletters. Every state does not need to be completed in the 1991-92 year. Discuss with the members of your committee if they will begin with their states so we can start this project and then proceed with the other states.

SEAALL should have an annual directory but the costs to commercially print it are very expensive. Hein developed the last membership directory and printed it at their cost but they are unwilling to do it on an annual basis. The Executive Board has discussed the possibility of printing our own.

Pam Williams is the "keeper of the mailing lists". I spoke to Pam to see if the mailing list could be sorted into a directory format. She has been working on it and has discovered editing problems such as inconsistencies in entering an institution's name and address, but these things can be corrected. There is no problem to sort by name. The biggest problem is the sorting of the data for the geographic listings. If this can be resolved and depending on the work involved and the future maintenance requirements, Pam will decide if she is also willing to do the directory.

This is a Publications Committee project. Ideally, it would be nice if someone would commit to a two year term to work with Pam and maintain the directory if the geographic sorting can be resolved. If anyone on this committee is willing to work with Pam on this project, please let me know. I will keep you informed of Pam's progress.

Other committee functions are outlined in the Chapter Handbook.

4. Publicity and Public Relations:

I would like to see this committee continue its outreach program to the library schools in our region. A prior committee identified where our members went to library school. This committee could work with the Membership Committee to collect this information on new members.

The "Dialogue with a Library School" program at the Tuscaloosa meeting certainly highlighted the need to continue to inform the library school professors that one does not need a J.D. to work in a law library. With the new school year underway, letters should be sent to the Library School Deans with a membership brochure and the name of the Placement Committee chair (Donna Bausch). Information about our annual meeting should also be sent when it is available.

I think we should also indicate that our members would be happy to give a presentation on careers in law librarianship. Liaisons from this committee to the library schools will help pass the word about law librarianship. We need to remember that some of our future members will come from the library schools in our region and we should encourage their interest in law librarianship and membership in SEAALL. Remind them that SEAALL has a student membership category.

Enclosed are copies of the SEAALL brochure that can be sent to the library schools. Also enclosed is a list of the ALA accredited library schools. Use this list to send the letter and brochure.

Other committee functions are outlined in the Chapter Handbook.

5. Service to SEAALL:

This committee has the option to present an award for service to one of our members. The guidelines are in the Chapter Handbook.

6. Government Relations:

AALL has requested that the Chapters establish such a committee to monitor state legislation that affects libraries and report it to the national committee on Government Relations. It is a way to keep current on such matters.

We should try to establish a contact in every state. You should try to coordinate with any city or local chapters to see if they already have a person monitoring the legislation. I do not feel it is necessary to duplicate efforts.

cc: Executive Board